



2027 PROGRAM GUIDELINES

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Application Deadline: Thursday, November 12, 2026, at 6 P.M. EST

ABOUT SU-CASA

SU-CASA is a community arts engagement program that places artists and organizations for collaborative residencies at senior centers across the five boroughs of New York City. Individual artists may apply to **SU-CASA** for placements at participating senior centers through their local arts council; organizations must apply for a **SU-CASA** designation directly through the New York City Department of Cultural Affairs.

The program is designed to positively impact the well-being of older adults through arts-based, process-oriented activities, culminating in a public program component open to the center's surrounding community that showcases the participants' progress and creative expression.

LMCC anticipates administering 30 residencies for individual artists on behalf of the borough of Manhattan.

HOW SU-CASA WORKS

SU-CASA supports Manhattan-based individual artists who are sensitive to the needs of older adults and are interested in building relationships with older adults at their local senior center. Individual artists are selected through a competitive application process and placed according to their preferred Manhattan City Council District, and the unique attributes of each participating center.

Programming supported through **SU-CASA** should engage older adults in participatory arts projects with an emphasis on hands-on learning and adaptive teaching. Competitive applications will demonstrate a clear learning process for the older adult participants that cultivates a unique art learning experience, thoughtful project and lesson planning, responsive collaborations with the older participants, and appropriate learning goals focused on artistic knowledge-building, generative social exchange and experimenting suitable for older adults.

LMCC highly encourages individuals whose work is rooted in the lived experience of Manhattan's Black, Indigenous, and immigrant communities to apply as well as artists with multiple language proficiencies.

PROGRAM OFFERINGS

Selected artists receive a stipend of \$6,000, an additional \$2,000 materials/supplies budget, and access to materials and supplies from Materials for the Arts. **SU-CASA** artists are expected to actively collaborate with their assigned senior center to recruit participants, adjust project activities and goals as needed, and coordinate an ongoing schedule during the program.

See [Applicant Eligibility](#) and [Project Requirements](#) for specific eligibility requirements.

SU-CASA APPLICATION TIMELINE

Applications open in Submittable
Applicant support available

September 8, 2026
September 8-November 12, 2026

Application deadline

Panel review

Notification of results

Program Starts

Program Concludes

November 12, 2026, at 6 P.M. EST

November-December 2026

February 2027

March 2027

June 30th, 2027

Please note that although the program begins in March, LMCC cannot disburse payments to artists until partner funds are received, which may not occur until late April. Please keep this timeline in mind when applying and planning.

BEFORE YOU APPLY

Review eligibility criteria to make sure this program is a good fit for your needs. If any of the requirements are confusing, please email SU_CASA@LMCC.net. We want you to feel clear, confident, and supported as you move through the process.

Preview the application questions [here](#). You can see what would be required of you before creating the application. We also have **FAQs** that provide guidance on all sections of the application.

- **Narrative questions:** The application provides suggested word counts to save you time in the editing process.
- **Work samples:** You're required to submit one example of your experience working in an artistic learning context, such as documentation of classroom activities, workshops, or samples of participants' work from previous programs. A second sample is optional. The application accepts URLs or file uploads for audio, visual, text, and image formats. Let us know if you need help choosing or preparing your samples.
- **Lesson plan:** You are required to submit a lesson plan outlining your project structure, week-by-week activities, and learning goals for older adult participants.

Utilize applicant support resources early and often. The full range of options is listed [here](#). *Please be aware that if you don't seek help until the deadline on November 12th, we cannot guarantee the ability to troubleshoot your concern in time.*

Use of Artificial Intelligence (AI). LMCC allows applicants to use generative AI and other digital tools in preparing grant applications. Regardless of the tools used, applicants are responsible for ensuring that all information submitted is accurate, truthful, and appropriately represents the proposed work. Applicants should review and verify all application materials before submission and should not include fabricated information, statistics, citations, or other content they cannot independently verify.

The use or perceived use of AI should not influence a panelist's assessment of an application. Panelists may not upload, enter, or otherwise provide LMCC application materials or applicant information to external generative AI tools as part of the review process. More information about the assessment process and review criteria can be found on page 5.

APPLICANT ELIGIBILITY

Individual Artists & Collectives:

Applicants may apply as an individual artist or a small collective of no more than two (2) people, and meet the following requirements:

- Applicants must have proof of residency or address in Manhattan. This may include proof of residence or permanent workspace.
- Applicants may not apply or receive a **SU-CASA** placement on behalf of a non-profit organization or a for-profit entity.
- Applicants must be 18 years of age or older at the time of submission and may not be enrolled full-time in a degree-granting institution.
- Applicants may not be directly applying for **SU-CASA** in another borough for the same fiscal year.
- Collectives must designate a lead artist who meets all eligibility requirements for individual artists to apply as an individual on its behalf. The lead artist must be one of the teaching personnel and serve as the main contact person for the application.
- Past **SU-CASA** artists must have complied with final report requirements for previous placement(s).

Non-profit Organizations:

SU-CASA through LMCC works solely with individual artists and small collectives.

Organizations based in Manhattan interested in working with a **SU-CASA** artist may contact the New York City Department of Cultural Affairs for further information:

www1.nyc.gov/site/dcla/programs/su-casa-application.page

PROJECT REQUIREMENTS

Applications will be accepted for projects in any artistic discipline that meet the following requirements:

- Project must consist of **regularly scheduled, in-person, interactive programming** for participants at the senior center where the artist is placed. Activities may include workshops, classes, or participatory art-making projects created by or in collaboration with the participants.
 - Projects that primarily consist of performances for older adults or other passive activities are not eligible. Fully virtual projects are also ineligible.
- Project must include at least one public program that offers the broader community an opportunity to engage with the arts at the senior center. Examples include an exhibit,

open house, performance, reading, or other cultural event that allows participating older adults to share their work with friends, family, and the surrounding community. Public program activities must be promoted and made available free of charge. Artists are strongly encouraged to involve other members of the senior center community in this public component.

- Project activities must take place between **March and June 30, 2027**, and should span the duration of the program.
- Project activities are expected to include at least **20 contact hours** between the artist and senior center participants over the course of the project. Contact hours include direct engagement and participant work time, but do not include time spent on planning, preparation, travel, or the public event.
- All project activities, including the public program, must take place at the senior center unless otherwise approved by the senior center director. Any offsite activities (e.g., field trips) must be limited to no more than 20% of the total contact hours. Transportation for participants to any offsite activities must be provided at no cost to them.

REVIEW PROCESS AND CRITERIA

A panel of former **SU-CASA** artists will review applications and make recommendations for placement at the participating centers.

The panel evaluates applications using the following points of criteria:

- **Artistic learning experience**, taking into consideration the learning goals, teaching methodology, depth of the creative process for the participating older adults, and the proposed teaching artist(s).
- **Project feasibility**, taking into consideration the proposed timeline, past relevant experience of the proposed teaching artist(s), and stated learning goals.
- **Clarity and detail in the project proposal**, as demonstrated by the cohesiveness of the application and adequately conveying all elements of the project.
- **Potential impact on participating older adults**, as demonstrated by outreach and recruitment strategies, learning and physical accessibility strategies, programmatic accommodations, and social engagement goals for the older adult participants.

The criteria are not listed in order of priority; each is equally important. Please make sure that your application materials, taken as a whole, address these criteria. Prior experience as a teaching artist and/or working with older adults is taken into consideration, but not required.

SENIOR CENTER FACILITIES

Senior Centers are designated for **SU-CASA** programming by City Council Members. All Manhattan City Council districts will have participating senior centers. Some senior centers may serve a population with a significant number of bilingual, ESL, or non-English speakers. Program space for **SU-CASA** activities is identified by the senior center. In some (but not all) senior centers, storage space and/or specialized equipment may be available for use by the artist. It is important to note that, due to senior center operating hours and program schedules,

artists may have limited access to the workspace and facilities.

SU-CASA activities must take place during the senior center's regular operating hours, generally weekdays 8 AM-4 PM only. Senior center spaces are generally not private (i.e., when the artist is not in the space it will be used by others, thus leaving projects or supplies overnight or for long periods may not be permitted).

REQUIRED DOCUMENT INSTRUCTIONS

Proof of Manhattan residence or permanent workspace of the individual artist or lead artist of a collective. Upload ONE (1) copy of ONE (1) of the following.

- a. Utility bill (e.g. electricity, cable, gas, etc.)
- b. Bank or credit card statement. Please redact any sensitive information.
- c. Valid driver's license, New York State ID, or IDNYC
- d. Current lease agreement (subleases are not sufficient)
- e. Voter Registration Card

Please note: Proof of address document must be legible and demonstrate the individual's physical address in Manhattan and match the main point of contact address entered on the application with a clear date within the last three (3) months of applying. P.O. Boxes are not eligible.

ABOUT SU-CASA PARTNERS

SU-CASA is supported by public funds from the New York City Council, in partnership with the New York City Department of Cultural Affairs (DCLA) and Department for the Aging (DFTA). It is carried out in collaboration with New York City's local arts councils. Additional support is provided by the Tiger Baron Foundation.

SUBMITTABLE TIPS

LMCC's grant applications are hosted on the [Submittable platform](#). According to their website,

Submittable attained a Voluntary Product Accessibility Template (or VPAT), affirming that their platform is accessible to a wide range of submitters with disabilities. Submittable's VPAT follows industry standards outlined in the Web Content Accessibility Guidelines (WCAG) 2.0. WCAG is maintained by the W3C (World Wide Web Consortium). VPAT verifies that Submittable is accessible to a wide range of submitters with disabilities, including blindness and low vision, deafness and hearing loss, learning disabilities, cognitive limitations, limited movement, speech disabilities, photosensitivity, and combinations of these. Submittable pages and forms are configured to be navigated using keyboard commands associated with a wide variety of browsers (Chrome, Safari, Firefox, Internet Explorer) and screen reader applications. Site pages and public-facing forms are built with ARIA labels, and the default settings for text, buttons, and hyperlinks follow WCAG guidelines for color contrast.

Once you have created an account, you will be able to complete the application. ***Please connect the account to an email you check regularly.*** LMCC staff will contact you with questions, follow-up requests, and official grant notifications through this portal.

Most people don't complete the whole application all at once. You can use the "Save Draft" button at the bottom of the form at any point and return to your work.

You will know that your submission was successful because you will receive a confirmation email. It will have a link to an optional survey about your experience. The survey is for us to learn about how the process went for you and how we can make it better. It is anonymous and fully separated from your application.

QUESTIONS?

Please contact SU_CASA@LMCC.net or call (212) 219-3138.